

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**DIRECTOR, HEALTH INFORMATION MANAGEMENT (HIM) PROGRAM**  
**UNIT IF APPROPRIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053

**Hours:**

**Salary:** \$73,424

**Closing Date:** June 28, 2013

**General Knowledge:** The College seeks a visionary and innovative leader with academic and administrative capabilities to direct the B.S. in Health Information Management. Strong background as an academic and practitioner needed to join a dynamic online College seeking national prominence for this program.

**Preferred Skills and Ability:** Master's degree in health-related field; Current RHIA; Experience with CAHIIM accreditation; three to five years' teaching experience, preferably in an online environment; Effective communication skills.

**Special Knowledge:** See complete job description at <http://www.charteroak.edu/AboutUs/Employment>

**Position Summary:** Manages faculty, including hiring, assigning, mentoring, developing, and evaluating; Provides direction, coordination, oversight, and evaluation of the curriculum; Develops and manages articulation agreements; Provides outreach to the health care community; Initiates development of program expansion opportunities; Advises the College on certificate or program opportunity areas within the Health Care and Insurance industries; Attains and maintains at state and professional association levels; Assesses program goals, including student learning outcomes; Works with admissions and academic counselors to ensure student success; Teaches, minimally, the capstone course.

**Special Experience:** Three to five years' teaching experience; Experience with CAHIIM accreditation; Current RHIA.

**Substitution Allowed:** N/A

**Eligibility Requirement:** Master's degree in health-related field; Current RHIA; Experience with CAHIIM accreditation; three to five years' teaching experience, preferably in an online environment; Effective communication skills.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment) by June 28, 2013. No phone calls please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.